

Message Text

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TO AMEMBASSY BRASILIA

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E.O. 11652: N/A

TAGS: OEXC, BR

SUBJECT: ITAMARATY PROJECT ON INFORMATION STORAGE AND
RETRIEVAL

REF: BRASILIA 8890

1. DEPARTMENT PROPOSES THAT TWO FOREIGN MINISTRY TECHNI-
CIANS ARRIVE WASHINGTON MARCH 11 FOR TRAINING PROGRAM PRO-
VIDED THAT COMMISSION IS ABLE TO CERTIFY THAT THEY HAVE
ADEQUATE ENGLISH FOR TRAINING PROGRAM IN THE ENGLISH
LANGUAGE. NO INTERPRETING SERVICES WILL BE PROVIDED.

2. THE FOLLOWING PROGRAM IS PROPOSED FOR THE TWO TECHNI-
CIANS:

MARCH 12 : MEET WITH PROGRAM AGENCY TO DISCUSS PROGRAM
- AND TO MAKE ADMINISTRATIVE ARRANGEMENTS.

MARCH 15-19 : PART I OF SPECIAL COURSE ON INTRODUCTION TO
- RECORDS MANAGEMENT.

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MARCH 22-26 : ORIENTATION AND TRAINING AT DEPARTMENT OF

- STATE FOREIGN AFFAIRS DOCUMENT AND REFERENCE
- CENTER (FADRC).

MARCH 29-APRIL 2 : PART II OF SPECIAL COURSE ON INTRO-
- DUCATION TO RECORDS MANAGEMENT.

APRIL 5-16 : NATIONAL ARCHIVES WORKSHOPS "FORMS ANALYSIS
- AND DESIGN (3A)"

APRIL 19-23 : VISITS TO AUTOMATED DATA CENTERS IN
- WASHINGTON, D.C. AREA.

APRIL 26-30 : NATIONAL ARCHIVES WORKSHOP "OFFICE INFOR-
- MATION RETRIEVAL (6A)".

MAY 3-7 : VISITS TO AUTOMATED DATA CENTERS IN
- WASHINGTON AREA.

MAY 10-21 : NATIONAL ARCHIVES WORKSHOP "RECORDS
- MANAGEMENT (1A)".

MAY 24-28 : NATIONAL ARCHIVES WORKSHOP "MECHANIZING
- PAPERWORK SYSTEMS (8B)".

JUNE 1-11 : REVIEW OF TRAINING EXPERIENCE AND FURTHER
- TRAINING AT DEPARTMENT OF STATE FOREIGN
- AFFAIRS DOCUMENTS AND REFERENCE CENTER
- (FADRC).

JUNE 14-18 : NATIONAL ARCHIVES WORKSHOP "FORMS FOR
- AUTOMATION (3C)".

JUNE 19 : DEPART FOR BRAZIL

3. THE TWO WEEK SPECIAL COURSE ON RECORDS MANAGEMENT IS
PROPOSED TO PROVIDE AN OVERALL INTRODUCTION TO THE
PRINCIPLES AND PRACTICES OF RECORDS MANagements SO AS TO
ENABLE THE PARTICIPANTS TO TAKE FULL ADVANTAGE OF THE
NATIONAL ARCHIVES COURSES. IT ALSO WOULD PROVIDE SOME
OF THE MATERIALS COVERED IN THE TWO COURSES (MODERNIZING
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MANAGEMENT REPORTS AND INFORMATION SYSTEMS DESIGN) SUG-
GESTED BY MINISTER COTRIM. THESE TWO COURSES WILL NOT
RPT NOT BE OFFERED BY NATIONAL ARCHIVES UNTIL EARLY
1977.

4. THE SPECIAL TWO WEEK SPECIAL COURSE WOULD BE GIVEN AT
THE DEPARTMENT OF STATE UNDER CONTRACT WITH ROBERT LANDO

WHO RECENTLY RETIRED AS CHIEF OF THE RECORDS TRAINING
BRANCH AT NATIONAL ARCHIVES WHERE HE HAD RESPONSIBILITY

FOR WORKSHOPS AND OTHER PROGRAMS. THE CLASS WOULD HAVE FOUR
PARTICIPANTS (TWO BRAZILIAN AND TWO AMERICANS) AND WOULD
BE TAUGHT PERSONALLY BY MR. LANDO. THE SMALL SIZE OF THE
CLASS WITH A FOREMOST TECHNICIAN IN THE RECORDS FIELD WILL
PROVIDE OPTIMUM LEARNING CONDITIONS.

5. ARRANGEMENTS FOR SHORT-TERM AMERICAN TECHNICIAN TO GO
TO BRAZIL (15 DAYS) AND FOR SHORT-TERM TRAINING IN
THE U.S. OF A BRAZILIAN TECHNICIAN IN REPROGRAPHY WILL BE
MADE AFTER THE TWO BRAZILIAN TECHNICIANS BEGIN THEIR
TRAINING IN RECORDS MANAGEMENT.

6. BUDGET:

- INTERNATIONAL ECONOMY AIR TRAVEL		\$ 894
- TRAVEL ALLOWANCE	70	
- EXCESS BAGGAGE	83	
- BOOKS	50	
- DOMESTIC TRAVEL (U.S.)	300	
- PER DIEM \$30/DAY X 99 DAYS	2970	
- COURSES FEES		
- 2-WEEKS INTRODUCTORY COURSE	500	
- NATIONAL ARCHIVES COURSES (5)	425	
- ADMINISTRATIVE SUPERVISION	NO CHARGE	
- DEPARTMENT OF STATE TRAINING	NO CHARGE	
- TOTAL FOR EACH PARTICIPANT		
-	\$5,292	

7. COMMISSION IS ASKED TO INFORM THE DEPARTMENT BY MARCH 1:
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- A. WHETHER THIS PROPOSAL IS SATISFACTORY TO
- ITAMARATY.

- B. WHETHER PROPOSED PARTICIPANTS HAVE ACQUIRED
- ADEQUATE ENGLISH .

- C. WHEN CRUZEIRO EQUIVALENT OF \$10,584 FOR TRAINING
- OF TWO PARTICIPANTS HAS BEEN TRANSFERRED BY
- ITAMARATY TO COMMISSION.

8. ANSWERS TO QUESTIONS POSED BY ITAMARTY IN REFTTEL
FOLLOWS:

- 1 AND 2. THESAURUS TAGS (TERMS EXTRACTED FROM
- MESSAGE TRAFFIC). THESAURUS SHOULD BE DEVELOPED
- BY ITAMARATY.

- 3. AND 4. YES

- 6. THERE ARE MANY SYSTEMS, E.G.; DATA BASE MANAGEMENT
- SYSTEM AND IBM SYSTEMS.

- 9. IF ITAMARATY DESIRES, ARRANGEMENTS WILL BE MADE
- FOR TWO BRAZILIAN TECHNICIANS TO VISITED AUTOMATED
- KEY WORD INDEXING SYSTEMS AND SUPPLIERS DURING
- APRIL 19-23 AND MAY 3-7 NON-COURSE TIME.

- 19. OPPORTUNITIES WILL BE PROVIDED TO SEE ELECTRON-
- IC OR AUTOMATIC RETRIEVAL SYSTEMS DURING APRIL
- 19-23 AND MAY 3-7 NON-COURSE PERIODS. KISSINGER

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